GOURMET CATERING & STAFFING

123 Culinary Way, Suite 100
City, State, Zip
contact@gourmetstaffing.com

Invoice #: _____
Date: _____
Event Date: _____

Client Information:
Name: _____
Address: _____
Phone: _____
Event Details:
Venue: _____
Guest Count: _____
Event Type: _____

Description	Rate/Price	Qty/Hrs	Subtotal
Catering Services:			
Menu Package: _____	$		$
Beverage Service: _____	$		$
Professional Staffing:			
Event Captain/Lead	$		$
Servers / Waitstaff	$		$
Bartenders	$		$
Chef de Cuisine / Kitchen Staff	$		$
Additional Fees:			

Description	Rate/Price	Qty/Hrs	Subtotal
Equipment Rentals / Linens	$		$
Service Charge / Gratuity			$

Subtotal: $_____

Tax: $_____

Total Amount Due: $_____

Payment Terms: Net 30. Please make checks payable to Gourmet Catering & Staffing.

Thank you for choosing our professional services for your event.